

# Employer HSA Contribution & Payroll Deduction Tracker

Health Savings Account Withholding Record

Print Template

Company Name

Pay Period Start Date

Pay Period End Date

Payroll Run ID

Check Date

Prepared By

EE ID	Employee Name	Coverage Type	Pre-Tax Deduction	ER Contribution	Total HSA Period	Notes / Custodian
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Totals			<input type="text"/>	<input type="text"/>	<input type="text"/>	

## Instructions & Verification

Verify employee coverage status (Self-Only or Family) to ensure individual IRS limits are not exceeded. Ensure pre-tax payroll deductions align with employee elections. Submit HSA contribution files to the plan custodian immediately following the processing of the payroll run. Keep copies for annual IRS Form 5498 verification.

Prepared / Verified By: (Signature)

Signature / Date

Authorized Payroll Approval: (Signature)

Signature / Date